[Your Name] [Your Current Address - Leased Property Address] [Your City, State, Zip Code] [Your Phone Number] [Your Email Address]

[Date]

[Landlord's Name/Property Management Company Name] [Landlord's Address] [Landlord's City, State, Zip Code]

Subject: Notice of Non-Renewal of Lease Agreement for [Property Address]

Dear [Landlord's Name/Property Management Company Name],

This letter serves as formal notification that I/we will not be renewing the lease agreement for the property located at **[Full Property Address, Unit Number if applicable]**, which I/we currently occupy.

The current lease agreement for the above-mentioned property is set to expire on **[Lease Expiration Date, e.g., August 31, 2025]**. As per the terms of our lease agreement, this letter provides the required **[Number]**-day notice of my/our intent not to renew.

I/We will vacate the premises completely by the end of the day on **[Lease Expiration Date]**. I/We understand that the property should be left in a clean and broom-swept condition, free of all personal belongings, and that all keys and access devices must be returned to you by this date.

Please let me/us know the appropriate procedure for scheduling a final walk-through inspection and for the return of my/our security deposit. My/Our forwarding address for the security deposit and any other correspondence will be: **[Your New Forwarding Address if known, otherwise state: "I will provide my forwarding address before my move-out date."]**

Thank you for your understanding. Should you have any questions, please do not hesitate to contact me/us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]